



# OFFICE OF THE LEWIS COUNTY SHERIFF

**Steve Mansfield, Sheriff**  
*"Committed to Make a Difference"*

Steven D. Walton, Chief of Staff  
Gene O. Seiber, Chief Criminal Deputy

Stacy A. Brown, Chief Civil Deputy  
Kevin Hanson, Jail Administrator

January 25, 2013

Dear CPL Applicant:

As many of you are aware, my office, along with many agencies throughout the United States, has recently experienced a major increase in Concealed Pistol License Applications and gun transfers.

The Lewis County Sheriff's Office works very hard to provide quality service to the citizens of Lewis County. In spite of the challenging workload this trend has created, my goal remains to provide each and every citizen that comes to my Office with professional, friendly, effective, and efficient service.

The impact of the increase in CPL applications and gun transfers on my staff and resources is significant and requires a change in our current process. To give some perspective, activity in this area has increased from 8 permits a day to 44 on some days. As you can imagine, this has caused long back-ups and wait times at our front counter, which has led to frustration not only among citizens, but also my staff who are dedicated to giving outstanding customer service.

Beginning Friday, February 1, 2013, my office will implement an appointment system for processing CPL applications. Appointments will be available for scheduling Monday – Friday from 10:00 a.m. – 3:00 p.m. (2:30 p.m. being the last appointment). Walk-ins will be accommodated as the situation allows; however, citizens need to understand that scheduled appointments will take priority. Appointments can be made in person or by calling 360-748-9286.

The processing of CPL applications and gun transfers is an important service provided by my Office that requires attention to detail and time. I believe an appointment system will result in more efficient use of your time by preventing long waits in line as well as that of my staff by reducing the potential for errors. Applicants will also have the opportunity to download the CPL application from our website and fill it out ahead of time, saving everyone time at the counter.

Applicants will be given a 5-minute grace period from the time of their appointment before it is given to a walk-in, if one is waiting.

I sincerely appreciate your cooperation and understanding as we strive to continue to provide quality service to the citizens of Lewis County.

Sincerely,

Steve Mansfield, Sheriff

**Lewis County Sheriff's Office Mission Statement**

*To make a positive difference for members of our community by seeking and finding ways to affirmatively promote, preserve and deliver a feeling of security, safety and quality service.*